

## EAP COUNSELOR

Since 1984, ERC has been forming partnerships with organizations to help solve the people issues that could become workplace concerns. Become a part of the ERC team and help employees and organizations enhance their mental wellness before their health, job performance or family life are negatively impacted.

### DESCRIPTION:

- Opportunity for variety and diversity serving our clients and corporate customers
- Work in a team setting delivering all facets of customer service
- Demonstrate strong customer focus with all users of the service
- Full-time or Flex Time position available
- Full-time case load is 25 sessions per week
  
- Clinical Responsibilities and/or Experience Needed:
  - Provide short-term counseling, assessment, and referrals for employees and family members
  - Initial assessment and triage for mental / behavioral health services
  - Maintain confidentiality of records relating to clients' treatment
  - Prepare and maintain all required treatment records and reports
  - Experience in providing employee assistance counseling services is preferred
  
- Consultation & Training Responsibilities:
  - Provide trainings and seminars to both employee and management groups
  - Consult with employer representatives regarding organizational and employee performance issues
  - Provide critical incident on-site services

### REQUIREMENTS:

- Masters degree in human services field
- State licensed in Wisconsin, or eligible for state license
- EAP experience preferred; AODA and/or SAP a plus
- A minimum of 2 years varied clinical experience preferred
- Strong personal communication and teamwork skills
- Ability to multi-task and work in a fast-paced environment with creativity and flexibility